EXHIBITOR SERVICE MANUAL

Save Time and Money! Pre-Order by Oct. 2nd and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Community Health Care Association of NY State Conference

Sagamore Resort Hotel, Bolting Landing NY
October 18-20, 2015

Hale Northeastern is pleased to have been selected as the official service contractor for the Community Health Care Association of NYS Conference to be held at the Sagamore Resort Hotel in Bolton Landing, NY. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

Please contact Hale's Customer Service Department with any questions at csr@haleexpo.com or 800-333-4253 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

SHOW SCHEDULE

MOVE-IN DATES AND TIMES

Sunday, October 18, 2015	9:00 AM - 2:00 PM

SHOW DATES AND TIMES

Sunday, October 18, 2015	3:00 PM - 6:00 PM
Monday, October 19, 2015	9:00 AM - 5:00 PM
Tuesday, October 20, 2015	9:00 AM - 3:00 PM

MOVE-OUT DATES AND TIMES

Tuesday, October 20, 2014	3:00 PM - 6:00 PM

EXHIBIT SPACE DETAILS

Standard Inline Exhibit Booths

Each 6'x10' standard inline pipe and drape exhibit booth(s) will be defined by 8' tall **WHITE & BLUE** back-drape with 32" tall **WHITE** dividing drape, ONE 6' table skirted in **BLUE,** one wastebasket, two chairs and will be identified by a 1 Line ID Sign & Booth number.

Items above come automatically with your booth. If you need additional tables, chairs, labor or freight services, they can be ordered from the forms that follow. The last day to receive pre-order pricing is **October 2nd, 2015.**

HALE SERVICE DESK

Hale Northeastern will have a service desk staffed with a customer service representative to handle any last minute equipment needs or questions you may have. The desk will be operating during setup, show hours and dismantling of the show and will be located on the exhibit floor of the facility.

Please note: Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com. Full payment must accompany your order to qualify for the advance order discount.

We hope this will be a successful marketing event and encourage you to call if we can help in any way!

Yours very truly,

HALE NORTHEASTERN INC.
Exhibitor Services Department

PAYMENT POLICY

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PLEASE BECOME FAMILIAR WITH THIS POLICY
BEFORE ORDERING ANY SERVICES

GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to csr@haleexpo.com.

Payment MUST accompany your order.

If you have any questions or special requirements, please contact our Exhibitor Services Department at csr@haleexpo.com.

Items cancelled at show site will be charged 50% of the original price.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default the customer agrees to pay all costs of collections, including attorney fees and court costs.

PAYMENT FOR SERVICES

Hale Northeastern requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other on-site services.

METHOD OF PAYMENT

Hale Northeastern accepts cash, company checks, Visa, MasterCard, American Express and Discover. A service charge of $55.00 will be assessed to individuals or companies for returned checks or chargebacks.

PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged floor prices.

TAX EXEMPT

If your company is tax exempt, a copy of your Tax Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.

Critical Shipping/Receiving Information for Advanced and Onsite Freight

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Important: **Hale Northeastern MUST be used for all Freight Handling for this event. Please note the instructions below and adhere to them carefully.**

To ensure your freight arrives on time and can be properly delivered to your booth, use of the Advance Warehouse is recommended. Details are posted below.

Preferred Method

Freight arriving Thursday, October 1, 2015 through Thursday, October 15, 2015 is

ADVANCED FREIGHT: Please address these pieces as follows:

Community Health Care Association of NY State Conference
BOOTH NUMBER_____
C/o ABF Freight
49 Green Mountain Drive
Cohoes, NY 12047

Please be advised that any freight arriving on or before Thursday, October 15, 2015 MUST be sent to this advanced warehouse:

Not Recommended

Freight arriving on or after Friday, October 16, 2015 is

DIRECT FREIGHT Please address these pieces as follows:

Community Health Care Association of NY State Conference
BOOTH NUMBER_____
110 Sagamore Road
Bolton Landing, NY 12814

PLEASE BE ADVISED - Any freight sent to the Sagamore Resort Hotel prior to Friday, October 16, 2015 will be REFUSED by the facility.

Hale Northeastern will accept your freight and deliver it directly to your booth area. The Shipping/Material Handling form, included in this kit, MUST be filled out, with the credit card on file, to arrange that portage service.

If you have any questions regarding your service, please contact us at 1-800-333-4253. Thank you in advance, for helping us serves you more efficiently and promptly.

Hale Northeastern

ORDER SUMMARY

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Community Health Care Association of NY State Conference

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Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____

Show Site Rep.: _____ Email: _____

Credit Card Authorization (Will be used for Hale services only)

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept:

PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type: ☐ Master Card ☐ Visa ☐ Discover ☐ American Express

Billing Address: _____ City: _____ State: _____ Zip: _____

Credit Card Number: _____ Exp. Date: _____ V-Code: _____

Name On Card: _____ Signature: _____

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract. By filling out this credit card authorization form, the card holder is authorizing Hale Northeastern, Inc. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show. Charges may include (but are not limited to) on site labor ordered, material handling charges for shipments received on site and or any other services that were ordered by the exhibitor on site.

Any charges made to your credit card by Hale Northeastern, Inc. will appear on your credit card statement as a charge from Hale Northeastern, Inc.

***** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE *****

BOOTH FLOORING & SPECIAL BACK DRAPE		$
ESSENTIAL FURNITURE PACKAGE		$
FURNITURE & ACCESSORIES		$
SPECIAL SIGNS		$
BANNERS		$
RENTAL DISPLAY		$
BOOTH CLEANING		$
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE		$
SHIPPING INFORMATION / MATERIAL HANDLING		$
(Actual weights will be billed at show close)	SUBTOTAL	$
	ADD 7.00% SALES TAX	$
	TOTAL	$

*Exempt customers must provide a tax exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status.
Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

CARPETING, PERFBOARD, SPECIAL BACKGROUND DRAPE

Save Money and Time! Pre-order by April 17th to receive substantial discounts!

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Special Note: Carpeting will be provided throughout the trade show at no charge. As an option, to coordinate with your display or to provide extra comfort for your guests and associates, you may add other carpeting. Please use this form for placing your order. Payment must be included.

Company Name:_____ Booth No. (s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Cell:_____

Standard Booth Carpeting & Additional Carpet Taping

Note: Variations in dye lot of carpet may occur in a combination of standard sizes. Standard booths include taping of aisle sides only. Additional taping is 45¢/ft. Please indicate below if you require additional taping.

Size	Pre-Order	Floor Order	Quantity	Total
6' x 10'	$129.60	$155.95	_____	$_____

SHOW COLORS ARE:
Blue & White

AVAILABLE COLORS:

Red, Gray, Blue, Black

Burgundy, Forest Green, Teal

If no color is selected, show colors will be installed.

Carpet Padding

Size	Pre-Order	Floor Order	Quantity	Total
6' x 10'	$78.00	$97.35	_____	$_____

Special Background Drapes (includes 8' base & post and crossbar)

Size	Pre-Order	Floor Order	Linear Ft. Req'd	Total
32" high drape	$6.50/ft.	$7.50/ft.	_____	$_____
8' high drape	$9.00/ft.	$10.50/ft.	_____	$_____
12' high drape	$16.00/ft.	$18.50/ft.	_____	$_____

Special Drape Colors

Beige Black Blue Brown
Burgundy Dusty Rose Forest
Gold Lime Orange Peach
Purple Red Silver White

Perfboard, Tape (Perfboard orders include 1-dozen loop hooks)

Description	Pre-Order	Floor Order	Quantity	Total
Tackboard, 4' x 8 One.-sided	$ 90.00	$103.50	_____	$_____
Tackboard, 4' x 8 Dbl.-sided	$134.00	$154.00	_____	$_____
Perfboard 4' x 4' Panel	$80.00	$92.00	_____	$_____
Perfboard 4' x 8' Panel	$119.50	$137.50	_____	$_____
Perfboard 4' x 8" Shelf	$22.50	$26.00	_____	$_____
Clear Packing Tape	$10.00	$11.50	_____	$_____
Double-face Tape	$22.00	$25.50	_____	$_____

PAGE SUMMARY

Total Services: $_____

Enter total on the Order Summary

Applicable taxes not included)

Visqueen (Heavy-Duty Plastic)

If heavy equipment needs to be placed on your carpet, or are using any oil or grease substances, Visqueen **must** be ordered to cover these areas.

Calculate Square Feet: _____**ft.** **x** _____**ft.** **=** _____**sq.**

Pre-Order	Floor Order	sq.ft.	Total
.75¢/sq ft.	.90¢/sq.ft.	_____Ft.	$_____

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to: csr@haleexpo.com

ESSENTIAL FURNITURE PACKAGE

Save Time and Money! Pre-Order by Oct. 2nd and receive substantial discounts!

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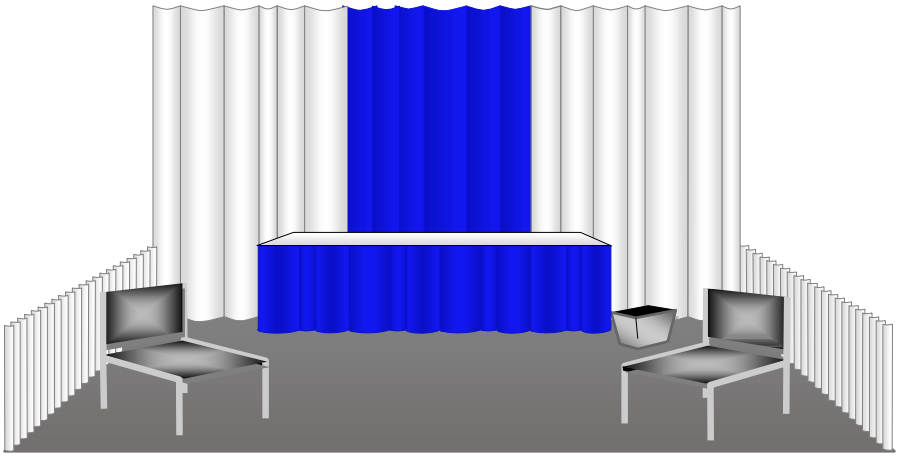
Company Name: _____ Booth No.(s): _____

Hale Northeastern offers the following Essential Furniture Packages at an additional 15% DISCOUNT from our already discounted pre-order prices. These packages are only available if ordered and paid for by the advance deadline date October 2, 2015.

ESSENTIAL FURNITURE PACKAGE



Please Note: Colors depicted in picture are samples of chosen show colors. Color shades may variate in person.

Package Includes	**6'x10'**
One 6' long x 30" tall table, draped on 3 sides in **BLUE**	$91.00
Two upholstered side chairs, at $40.00 each	$80.00
One wastebasket	$14.00
One 6' x 10' **GRAY** carpet	$129.60
Total at Pre-Order Price Rate:	$314.60
Less 15%:	($47.19)
Total at Essential Furniture Package Discount Rate:	**$267.41**
Number of Packages Needed:	_____
Total Cost:	_____

Please enter total on the Order Summary *(*Applicable taxes not included*)*

This Package is only offered as a pre-order rental special and will not be offered on site or after the advance order deadline date October 2, 2015. Payment must be received before the advance order deadline date in order to qualify for the Essential Furniture Package pricing. This package must be purchased as described. Items listed in the package cannot be sold separately or substituted. No exceptions! If additional booth rental items are required, they can be ordered with the enclosed. Please refer to the Furniture Rental Form if ordering after the advance prices deadline date.

Essential Furniture Package Page Total _____

FURNITURE & ACCESSORIES

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Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4th side draped, see 4th side draping below.)

Size	Pre-Order Price	Floor Order Price	Quantity	Total
4' x 2' x 30" Tall	$73.00	$84.00		
6' x 2' x 30" Tall	$91.00	$105.00		
8' x 2' x 30" Tall	$125.00	$143.75		
4' x 2' x 42" Tall	$90.00	$103.00		
6' x 2' x 42" Tall	$108.00	$124.00		
8' x 2' x 42" Tall	$136.00	$156.00		
4th Side Draping	$60.00	$70.00		
Table Drape Only	$60.00	$70.00		
			Draped Table Subtotal:	

Please check color choice

☐ Berry	☐ Grey	☐ Purple
☐ Black	☐ Green	☐ Red
☐ Blue	☐ Orange	☐ Teal
☐ Burgundy	☐ Peach	☐ White
☐ Gold	☐ Plum	

If no color is selected, show colors will be installed.

Undraped Display Tables & 30" Round Pedestal Tables (Undraped)

Size	Pre-Order Price	Floor Order Price	Quantity	Total
4' x 2' x 30" Tall	$29.00	$33.50		
6' x 2' x 30" Tall	$38.00	$43.50		
8' x 2' x 30" Tall	$45.00	$51.75		
4' x 2' x 42" Tall	$36.00	$41.50		
6' x 2' x 42" Tall	$42.00	$48.50		
8' x 2' x 42" Tall	$52.00	$60.00		
Vinyl Topper	$10.00	$10.00		
30" Tall Pedestal Table	$75.00	$86.00		
42" Tall Pedestal Table	$85.00	$97.50		
			Undraped Table Subtotal:	

Table Risers / Shelves (Draped in White)

Item Description	Pre-Order Price	Floor Order Price	Quantity	Total
4' x 10" Table Riser	$31.00	$36.00		
6' x 10" Table Riser	$38.00	$43.50		
8' x 10" Table Riser	$47.00	$54.00		
			Table Riser / Shelves Subtotal:	

Chairs & Stools (Black Vinyl or Grey Fabric)

Item Description	Pre-Order Price	Floor Order Price	Quantity	Total
Padded Side Chair	$40.00	$46.00		
Padded Arm Chair	$48.00	$55.00		
Padded Stool	$50.00	$57.50		
			Table Riser / Shelves Subtotal:	

Accessories

Item Description	Pre-Order Price	Floor Order Price	Quantity	Total
Wastebasket	$14.00	$16.00		
Literature Rack	$75.00	$86.25		
Bag Rack	$34.00	$39.00		
8' Post & Base	$17.00	$19.50		
Crossbar	$8.50	$10.00		
Floor Easel	$22.00	$25.50		
22" x 28" Sign Frame	$34.00	$39.00		
			Accessories Subtotal:	

Item Pictures

Tables

Draped Table

Undraped Table

Pedestal Tables

30" Round x 30" Tall

30" Round x 42" Tall

Chairs & Stools

Padded Side Chair

Padded Arm Chair

Padded Stool

Accessories

Wastebasket

Literature Rack

Bag Rack

8' Post & Base & Crossbar

Floor Easel

22" x 28" Chrome Sign Frame

Furniture & Accessories Page Total: _____

SPECIAL SIGNS

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Company Name: _____ Booth No.(s): _____

SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your completed logo to your order, or our in house graphic artists can work with you to reproduce a logo or create one from scratch!

All sign prices below include up to two (2) color copy with simple text with no more than twelve (12) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work or heavy copy will be quoted upon request.

EXAMPLES OF STANDARD SIZES

22" x 28"
Standard Sign Holder Size
☐ **$70.66**

22" x 14"
Common Table Top Size
☐ **$36.61**

14" x 44"
Double height of Standard Booth Sign
☐ **$70.66**

4' x 8'
☐ **$419.85**

3' x 4'
☐ **$169.10**

Copy Color

Color 1: _____
Color 2: _____

Orientation

☐ Landscape
☐ Portrait

Material Choice

☐ Foamcore – Foam center with white paper surfaces
☐ Coroplast – Corrugated plastic – Most durable (Colors available)
☐ Poster Board – White poster board / Sign card only

Please Indicate Sign Copy Here:

Description	Pre-Order Price	Quantity	Total
22" x 28" Sign	$70.66		
22" x 14" Sign	$36.61		
14" x 44" Sign	$70.66		
4' x 8' Sign	$419.85		
3' x 4' Sign	$169.10		
Pair Brass Grommets	$3.50		
Easel Back	$2.60		

Subtotal: _____

Double Sided — Add 50% to Subtotal: _____

Subtotal 2: _____

Ordered After Deadline — Add 50% to Subtotal 2: _____

Special Sign Page Total: _____

STANDARD BOOTH SIGN
7” X 44” SIGN

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Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

First Line: _____

Each line may not exceed 26 characters, including spaces.
Sign font will be 2” Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.

Please enter the total on the Order Summary
(Applicable taxes not included)

Orders may be mailed, faxed (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

BANNERS

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Company Name: _____ Booth No.(s): _____

All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

Font Color

Color 1: _____
Color 2: _____

Orientation

☐ Horizontal
☐ Vertical

Banner Background Material Color

☐ White ☐ Blue ☐ Yellow
☐ Red ☐ Green

☐ I Want Grommets ☐ I Want Pockets

Please Indicate Banner Copy Here:

Description	Pre-Order Price	Quantity	Total
2' x 8' Banner	$151.07		
3' x 8' Banner	$229.36		
Custom Size	Call For Pricing		
Add Logo	Call For Pricing		
Grommets Every 2'	Standard		
Add Grommets (ea.)	$1.00		
Background Color Other Than White	$25.00		

Subtotal: _____

Double Sided — Add 50% to Subtotal: _____

Subtotal 2: _____

Ordered After Deadline — Add 50% to Subtotal 2: _____

Banner Page Total: _____

Acceptable File Formats For Artwork

Vectorized Artwork – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

Please note, .eps and .pdf can also contain raster images as well (less preferred).

Rasterized Artwork – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. To prevent unsatisfactory results, Hale Northeastern, will not use web images for reproduction on signage. Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

If you need a quote for specific services or would like to speak with one of our graphic artists, please call us at 800-333-4253 and ask for the Sign Department

Files Upload Info: FTP Server: ftp.haleexpo.com User: **upload-user** Passwd: **upload-to-hale**

It's our business to make your business look good!

RENTAL DISPLAY

Order deadline date for this package: Oct. 2nd

NOTE: THESE ITEMS MAY NOT BE AVAILABLE AS A FLOOR ORDER

Community Health Care Association of NY State Conference

Sagamore Resort Hotel, Bolton Landing, NY

October 18-20, 2015

Company Name:_____ Booth No.(s):_____

Phone:_____ Cell:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email: _____

READY WHEN YOU ARRIVE - WALK AWAY AT THE CLOSE OF THE SHOW
MORE OPTIONS AVAILABLE UPON REQUEST

SOME ITEMS ILLUSTRATED ARE OPTIONAL

10' x 10' RENTAL DISPLAY... $1,375.00

Standard booth color is: White Sintra

Special colors of sintra are available on request at 10% additional:
Blue, Beige, Black, Red, Gray

The following items are included:

* 3 Back wall panels - 8' high by 10' wide total

* 2 Side wall return panels - 19" wide

* 1 lighting unit - (outlet not included)
* 10' of carpet - your choice of color

(see listing on Carpet Rental Form)

* Header sign in block lettering and your choice of color
(logos, special lettering is available at additional cost)

* Daily Vacuuming

Header Copy: _____

Color Choice: _____

Description	Pre-Order Price	Floor Order	Quantity	Total
Standard Rental Exhibits:	$1,375.00	$1,582.00	_____	$_____
ADDITIONAL OPTIONS:				
White cabinet 42" high, 18" deep - with doors	$107.75	$124.00	_____	$_____
White shelf with brackets 8" deep, 39" wide	$24.50	$28.00	_____	$_____
Side return 3' high (1 - 10' section)	$90.00	$103.50	_____	$_____

TOTAL CHARGES FOR BOOTH RENTAL & ACCESSORIES: $_____

Please enter the total on the Order Summary (Applicable taxes not included)

The Last day to receive **Pre-Order Prices: 04-03-2015. Orders received after 04-03-2015 are Floor Orders.**

BH13

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

BOOTH CLEANING

Save Time and Money! Pre-Order by Oct. 2nd and receive substantial discounts!

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Company Name: _____ Booth No.(s): _____

*** OPENING DAY CLEANING IS NOT INCLUDED IN BOOTH PACKAGE ***

Booth Size	Cost for Opening Day Cleaning Only	Cost for Daily Cleaning Includes Opening Day	Total
10' x 10'	$30.00	$75.00	
10' x 20'	$50.00	$150.00	

Booth Cleaning Page Total: _____

INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE

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October 18-20, 2015

Company Name: _____ Booth No.(s): _____

Installation & Dismantling Labor (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

Straight Time Rate: $60.75 (M-F 8 AM – 4 PM) **Overtime Rate: $80.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

☐ SUPERVISED BY EXHIBITOR PERSONNEL – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously-assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	Date of Service	Start Time	No. of Workers		Approx. Hours		Total Hours Per Person		Hourly Rate		Estimated Total Cost
Installation				X		=		@		=	
Installation				X		=		@		=	
Dismantle				X		=		@		=	
Dismantle				X		=		@		=	

Onsite Supervisor Name: _____ Cell Number: _____

Straight Time Rate: $60.75 (M-F 8 AM – 4 PM) **Overtime Rate: $80.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

☐ SUPERVISED BY HALE NORTHEASTERN PERSONNEL – Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	Date of Service	Start Time	No. of Workers		Approx. Hours		Total Hours Per Person		Hourly Rate		Estimated Total Cost
Installation				X		=		@		=	
Installation				X		=		@		=	
Dismantle				X		=		@		=	
Dismantle				X		=		@		=	

Add 30% For Hale Supervision (Total x 1.3): _____

Forklift Service (Price includes forklift and operator)

Straight Time Rate: $120.75 (M-F 8 AM – 4 PM) **Overtime Rate: $180.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Northeastern will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Northeastern employees. Forklift Service will be charged with a one hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	Date of Service	Start Time	No. of Workers		Approx. Hours		Total Hours Per Person		Hourly Rate		Estimated Total Cost
Installation				X		=		@		=	
Installation				X		=		@		=	
Dismantle				X		=		@		=	
Dismantle				X		=		@		=	

Plastic Banding (Per pallet and includes labor): **$52.50**

Shrink Wrap (Per pallet and includes labor): **$45.45**

If Labor must be cancelled, Hale Northeastern, Inc. requires 24 hour of advance notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

Installation & Dismantling Labor & Forklift Service Page Total: _____

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

Please do not return label to Hale Northeastern

ADVANCE TO WAREHOUSE

SHIPMENTS MAY ARRIVE BETWEEN, Oct.1, 2015 THRU Oct. 15, 2015.

Materials arriving at the advance warehouse after or prior to these dates will be refused.

FREIGHT LABEL

SHIP TO:

Community Health Care Association of NY State Conference
C/o ABF Freight
49 Green Mountain Drive
Cohoes, NY 12047

SHOW INFORMATION
Community Health Care Association of NY State Conference
Sagamore Resort Hotel
Bolton Landing, NY
October 18-20, 2015

Booth#: _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

DIRECT TO SHOW SITE

SHIPMENTS MAY ARRIVE ON OR AFTER Oct. 16, 2015

Materials arriving at the SAGAMORE RESORT HOTEL prior to this date will be refused by the facility.

FREIGHT LABEL

SHIP TO:

Community Health Care Association of NY State Conference
Attn: HALE NORTHEASTERN
110 Sagamore Road
Bolton Landing, NY 12814

SHOW INFORMATION
Community Health Care Association of NY State Conference
Sagamore Resort Hotel
Bolton Landing, NY
October 18-20, 2015

Booth#: _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

SHIPPING & MATERIAL HANDLING

Save Time and Money! Pre-Order by Oct.2nd and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Community Health Care Association of NY State Conference

Sagamore Resort Hotel, Bolton Landing, NY
October 18-20, 2015

Company Name: _____ Booth No.(s):_____

Billing Address: _____ City/State: _____ Zip: _____

Phone #:_____Fax #:_____ Email:_____

Print name as it appears on card: _____ Signature: _____

Account#: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___Exp. Date: ___ ___/___ __ V-Code: ___ ___ ___ __

V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Show Site Representative: _____ **Rep's Cell:** _____

***** SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE *****

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

Inbound Shipping & Material Handling

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How To Calculate Total Material Handling Charges
Advance Warehouse Rate For Shipments Arriving **(Oct. 1-15, 2015)**				$74.75 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = $149.50	(Total Weight / 100) x $74.75
Direct to Show Site Rate For Shipments Arriving on or after **(Oct. 16, 2015)**				$68.50 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = $137.50	(Total Weight / 100) x $68.50

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

Outbound Shipping

To insure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pickup outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Shipping & Material Handling Page Total: _____

MATERIAL HANDLING LIMITS OF RESPONSIBILITY

Save Time and Money! Pre-Order by Oct. 2nd and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Northeastern for such shipments.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to $.30 per pound per article with maximum liability of $50.00 per item and $1000.00 per shipment, whichever is less.
6. Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Hale by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Northeastern Inc. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Northeastern are based on the value of the material handling services and the scope of Hale Northeastern liability as set forth above.
    - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Northeastern Inc. policies **DO NOT** include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

PAYMENT POLICY & SHIPMENTS

- **Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card** authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

ORDER FOR MATERIAL HANDLING SERVICES

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as Bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.
    1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Show Name: CHCANYS 2015 Company Name: _____

Print Name: _____ Booth No.(s): _____

Signature: _____ Date: _____

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.

THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:

Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com

Fax or e-mail to: (with completed Credit Card information)
Or Mail with a check to:
Conference Services / Attn: Chris Bradway
110 Sagamore Road, Bolton Landing, NY 12814
Tel: 518-743-6231 Fax: 518-743-6172
Email: cbradway@thesagamore.com

CHCANYS
October 18-20, 2015

Electrical Services Order

Please fill out this form or fax back to (address top left) as soon as possible if power or phone line is needed for a booth at the **CHCANYS** show. Electrical requests received are subject to late fees at the discretion of the Sagamore Engineering Department. Forms need to be submitted by October 5, 2015. Absolutely no services will be rendered without having submitted this form. Please call the Conference Services Office directly with any questions or for services not listed on this form**. There will be WIFI acess in the conference Center. Dedicated High-speed internet lines can be ordered by calling CMI Communications @ 518-743-6301.**

Please indicate which day you will Setup:_____ & Teardown:_____

Name(on-site/contact): _____ **Today's Date:** _____

Company Name: _____ **Booth #:** _____

Telephone _____ **E-Mail** _____

Available Services and Fees

Qty	Service	Unit Charge per day	# of Days	Subtotals
	Telephone Service			
	Electrical Service Description			
	20 amp circuit/ 120 volts	$45.00 per day		
	30 amp circuit/ 120 volts	$55.00 per day		
	20 amp circuit/ 208 volts	$75.00 per day		
	30 amp circuit/ 208 volts	$85.00 per day		
	Power Strip	$10.00 per day		
	Small Extension Cord (25-50')	$15.00 per day		
	Large Extension Cord (50-100')	$40.00 per day		

	Office Use Only
Subtotal	
7.00% State Tax	
Total	

Billing Information: All orders must be received with a valid Credit Card # for Billing:

Name on Credit Card: _____

Credit Card #: _____ **Exp date:** _____

Signature: _____